

Administrative Assistant / Project Management - Help Manage VA's VSFS Internship



Project Title	Administrative Assistant / Project Management - Help Manage VA's VSFS Internship
Project Summary	Last year, VA's VSFS internship had more than 80 interns on board. This year, we are likely to have even more. Our projects including social media content curation, graphic design, video production, blogging, editing and more. You can help manage all these projects and assist the intern supervisor.
Country	United States

Project Description

VSFS is a great program that provides a wonderful opportunity for students to gain work experience and build their resumes while also helping government employees serve the American people. The VA's Digital Media Engagement team has a number of intern projects ongoing to serve American Veterans. Each project has multiple interns contributing to it. So many interns, in fact, that it is sometimes difficult to keep up with everything that is going on. This is where you come in.

We are looking for individuals with experience in project management, leadership and responsibility. You must be willing to assume responsibility for your assigned project area and ensure that work is progressing well, questions are being answered and feedback is being addressed.

Required Skills or Interests

Skill(s)

Editing and proofreading

Graphic design

Storytelling/blogging/vlogging

Videography

Website design

Writing

Additional Information

The VSFS website does not have an option for a Project Management skill, so I just chose from among the skills that will be necessary for each of the many different projects we have open. You don't necessarily have to have any of the skills listed, though it might be beneficial. It would be more helpful for you to be able to take responsibility for a project and lead your fellow interns in executing the project successfully.

Language Requirements

None